

~~CONFIDENTIAL~~

MEMORANDUM For the Records

2 November 1948

1. All past methods employed for the transferring of U.S. dollar balances at overseas stations at the end of a fiscal year ~~are~~ resented.

2. In accordance with instructions obtained from [REDACTED] of the Budget & Finance Branch, the following method should be used to credit the expiring fiscal year appropriation and charge the current fiscal year appropriation for U.S. dollar currency on hand at the end of a fiscal year.

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a. A memorandum will be prepared to the Director of CIA outlining the procedure in the adjustment for U.S. dollar balances abroad, and listing all the stations and their dollar balances individually.

b. Forms 1034 and 1034a (public voucher for ~~projects~~ ^{Purchases} and services other than personal) ~~in~~ an original and 4 copies, and Form 1096 (schedule of voucher deductions) in an original and 4 copies will be prepared.

c. The original of the Form 1034 and Form 1096 will be signed by the Director of CIA.

d. The original and one copy of the Form 1034, and an original and 2 copies of Form 1096 will be forwarded to the Fiscal Division for further processing, with a memorandum attached giving briefly the reason for the vouchers.

e. No further processing will be made by the Special Funds Division, and vouchers recording the transfer between appropriations will be prepared from the Form 1034 and Form 1096.

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